

**This academic handbook in English is provided with a tentative translation.**

**Concerning accurate proper names, you should refer to an academic handbook in Japanese.**

**For details, please visit Students Affairs Office for Graduate School of Humanities and Studies on Public Affairs of Chiba University**

**(人社系学務課大学院学務室) , or contact by e-mail from [gah2352@office.chiba-u.jp](mailto:gah2352@office.chiba-u.jp).**

# **I. Course/Subject Taking Guide**

## **Introduction**

Chiba University Graduate School of Humanities and Studies on Public Affairs (First-Semester Doctoral Program) has specified the following diploma policy.

### **“Spirit of Freedom/Autonomy”**

-Be able to understand the importance of the municipal community through the learning of specialized content of humanities and studies of public affairs/social science and take public action based on the spirit of freedom and autonomy in one’s research activities.

### **“Engagement with Society from the Global-Scale Perspective”**

-Have understood cultures and values in the global era and furthermore, the importance of social diversity, nature, and the environment based on expertise of humanities and studies of public affairs/social science and acquired flexible thinking power and communication skills from the global-scale perspective that form the basis in conducting activities by cooperating with societies at home and abroad.

-Be able to make use of one’s international experience and contribute to society from a professional standpoint.

### **“Specialized Knowledge/Technology/Skills”**

-Be able to cultivate advanced knowledge in terms of studies of public affairs from an interdisciplinary and broad vision, in addition to the profound knowledge of the specialized fields of humanities and social science, flexibly think and gain deep insight into the resolution of issues in the real world we are facing by making use of such knowledge, and contribute to innovation creation.

### **“A High Level of Problem-Solving Skills”**

-Be able to solve the issues that require advanced specialized knowledge/technology concerning humanities and studies on public affairs/social science by integrating/organizing the knowledge/abilities in the related fields and initiatively cooperating/collaborating with others.

The Graduate School of Humanities and Studies on Public Affairs’ curriculum is based on and consists of the diploma policy above. The Course/Subject Taking Guide explains the procedures toward the acquisition of the degree and how to take courses/subjects.

## 1. Structure of the Graduate School of Humanities and Studies on Public Affairs

First-Semester Doctoral Program in the Graduate School of Humanities and Studies on Public Affairs is made up of the following two majors and six courses.

Major	Course	Course Program
Humanities Major	Foundational Culture Course	Course Programs: -Philosophy/Ethics -Sociology/Cultural Anthropology -Psychology/Cognitive Science -Historical Science -Japanese Literature/Japanese Linguistics - Comparative Culture -Cultures of the English-Speaking World -Western Classical Studies - Linguistics
	Multicultural Symbiosis Course	Course Programs: -Gender Studies -Eurasian Studies - East Asian Studies -Islam/Comparative Social Theories -European Studies -Cultural Resource Theories -Japanese Language Education and Studies -Communication Theories for Multilingual Society
	Education/Learning Support Course	
Public Social Science Major	Public Studies Course	
	Economics/Business Administration Course	
	Economics in English Course	

## 2. Method to Take Classes/Courses

### 1) System/Method of Education and Research Guidance

The course (course program) and the principal/assistant academic advisers to choose will become final and binding after admission by the descriptions in the Application for Admission and the selective examination. The faculty member in charge of the chosen course will be the principal academic adviser and the faculty member in charge of research guidance in our Graduate School will be the assistant academic adviser. The principal academic adviser will be in charge of Special Research I-III and mainly assume the role of giving guidance to students preparing the thesis for the master's degree. The assistant academic adviser will appropriately give advice and guidance on the research and evaluate the Special Research I-III along with the principal academic adviser. In addition, students will prepare their Research Guidance Plan with their principal academic advisers in the beginning of each academic year and receive research guidance in line with the plan.

## 2) Overview of the Course/Subject Taking Method

Students of our Graduate School will be able to earn the following degrees by acquiring 32 credits or more, including credits for study abroad in accordance with the table indicating the completion requirements on the next page, submitting the thesis for the master's degree after receiving necessary research guidance, and passing the review and final examination.

Foundational Culture Course and Multicultural Symbiosis Course in the Humanities Major	Master of Arts (Literature) or Master of Arts (Liberal Arts)
Education/Learning Support Course in the Humanities Major	Master of Arts (Liberal Arts)
Studies on Public Affairs Course in the Public Social Science Major	Master of Arts (Studies on Public Affairs), Master of Arts (Politics), or Master of Arts (Liberal Arts)
Economics/Business Administration Course in the Public Social Science Major	Master of Arts (Economics) or Master of Arts (Business Administration)
Economics in English Course in the Public Social Science Major	Master of Arts (Economics)

Completion Requirements Number of Credits	Subject Classification		Number of Credits	
32 credits or more	Common Basic Subject	Common Grounds (CG)		2 credits
		Basic specialized system	(i) Graduate Commons (GC)	} Take both the basic specialized system and practical/applied academic system for the total of four credits or more
			(ii) Academic Communications (AC)	
		Practical/applied academic system	(iii) Career Development (CD)	
			(iv) Fieldwork (Fw)	
	(v) Data Science (DS)			
	Specialized subject group	(i) Interdisciplinary subject		Four credits or more
		(ii) Specialized subject		12 credits or more
		(iii) Special research		Six credits
	Free elective subject (Certified by the procedure to change the subject classification)			Four credits or more

**The common basic subject** is the compulsory subject to acquire the perspective of studies of public affairs. It consists of a total of six subject groups of Common Grounds that are compulsory for all students and Graduate Commons, Academic Communications, Career Development, Fieldwork, and Data Science that are compulsory electives. Compulsory electives are divided into the basic specialized system and the practical/applied academic system, and in order to acquire the well-balanced perspective on studies of public affairs, students will **select and take the subjects for a total of four credits or more from both of the**

**systems.**

(1) In **Common Grounds (CG)**, students will take two subjects of Foundational Theory of the Research Method and Research and Ethics. **As both of these subjects are compulsory subjects, students must take these subjects in their first year.**

(2) Basic Specialized System

In **Graduate Commons (GC)**, students will acquire universal knowledge of education/research on humanities/social science.

In **Academic Communications (AC)**, students will acquire the ability to transmit the results of their specialized knowledge and global validity (internationalism) in anticipation of their career after completion. Specifically, the taking of Theory of International Research and Exchanges A-C, English Discussions, Foundational Theory of Writing, and Foundational Theory of Presentations corresponds to this.

(3) Practical/applied academic system

In **Career Development (CD)**, students will acquire the abilities to design and realize the possibilities of diverse career after completion. Specifically, the taking of Career Development A/B corresponds to this.

In **Fieldwork (Fw)**, students will actively go off to the sites of international and local society and acquire practical/social skills. Specifically, the taking of International Internship A-E, Overseas/Domestic Fieldwork, Local Internship A/B, Global Study, and other courses corresponds to this.

In **Data Science (DS)**, students will acquire the techniques to interpret environmental changes and the social space visualized through digital information or practical techniques, such as social statistical surveys and text mining. Specifically, the taking of Digital Humanities 2.0 Research Method, Foundational Theory of Text Mining, Foundational Theory of GIS, and Foundational Theory of Social Statistics corresponds to this.

**The Specialized Subject Group** is the subject group to acquire advanced specialized skills, which consists of 12 or more credits of Specialized Subject (compulsory elective), six credits of Special Research I-III (compulsory), and four credits of Interdisciplinary Subject (compulsory elective).

(4) In **Special Research**, stepwise guidance for the creation of a theses for the master's degree will be conducted in the fourth and fifth terms in the first year (I), the first and second terms in the second year (II), and the fourth and fifth terms in the second year (III) through the guidance system by the principal/assistant academic advisers. Qualification to submit a thesis for the master's degree will be given to students who have acquired the predetermined credits, including the acquisition (completion) of the relevant credits. Students who have already acquired the credits for the Special Research II and been in graduate school for more than two years will be able to take Special Research III to be offered in the first and second terms.

(5) In the **Specialized Subject**, students will select the subjects designated in each course (however, each course program in the cases of the Foundational Culture Course and Multicultural Symbiosis Course) and deepen their expertise. With regard to which subjects are designated as specialized subjects in each course/course program, please see the Appended Table 1.

(6) **Interdisciplinary Subject** is the subject to reconsider one's research theme from the interdisciplinary perspective. The following 11 systems (areas) have been set.

Classification of the systems (areas):

(Humanities Major) (i) Historical material/cultural property system, (ii) region/society system, (iii) language culture system, (iv) international culture system, (v) psychology/cognitive system, and (vi) ethics/philosophy system

(Public Social Science Major) (vii) Public/environment system, (viii) strategy/organization system, (ix) international relation/regional development system, (x) social security system, and (xi) financial/monetary and banking system

Please consult with your academic adviser after admission and **select any one system** to submit in the first year from these 11 systems and **write it in the Course Plan Table**. You will select and take the subject (four credits) designated in the system. With regard to which classes are designated in the respective systems (areas), please see the Appended Table 2.

If the Specialized Subject in the course (course program) and the designated subject in the System overlap, the credits for the Specialized Subject will be, in principle, recognized; however, the portion exceeding the required number of credits for the Specialized Subject can be the Interdisciplinary Subject by going through the Procedure to Change the Subject Classification.

(7) **Free Elective Subject** is to recognize the credits for the subject that the student voluntarily selected and took from the class subjects offered in the Basic Common Subjects, Specialized Subjects, and other majors in our Graduate School, as well as Common Graduate Education in Chiba University and other graduate courses within the Chiba University Graduate School. The portion exceeding the required number of credits for the Specialized Subject can be allocated to the Free Elective Subject by going through the Procedure to Change the Subject Classification.

Credits acquired by studying abroad at an affiliated school and the credits acquired at other graduate school or other school/graduate course within the Chiba University Graduate School will be recognized as credits for the Common Basic Subject, Interdisciplinary Subject, Specialized Subject, or Free Elective Subject with an upper limit of 15 credits as a total upon examination. With regard to the procedure for an application, please inquire with the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

### 3) Making Study Abroad Compulsory

To complete our Graduate School, students are required to study abroad at least once while in school. Among the subjects offered by the Graduate School, the subjects listed as follows (hereinafter referred to as the Study Abroad Subjects Offered by the Graduate School) and by acquiring any of the credits, study abroad will be recognized.

[Study Abroad Subjects Offered by the Graduate School] International Internship A, International Internship B, International Internship C, International Internship D, International Internship E, and Overseas Fieldwork

Other than the Study Abroad Subjects Offered by the Graduate School, by participating in the study abroad program in Common Graduate Education and acquiring the credits for the relevant subject, study abroad will be recognized.

If a student has any reasons for not being able to study abroad, the measure as an alternative to study abroad is available. In our Graduate School, by acquiring credits for the subject of Global Study, it can be substituted for study abroad as one of the alternative measures for study abroad.

If a foreign student does not wish to study abroad, the student will be exempted from the completion requirements through the submission of an application.

With regard to the application procedures for other alternative measures for study abroad and the exemption of study abroad, please confirm them at the counter of the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

#### 4) Course Registration

Please make a plan to be able to acquire the number of credits necessary for completing the program within the period of school attendance (the standard term of study is two years) from each subject classification explained in 2) above. Specifically, please proceed with the following procedures of (1)-(4) after admission. With regard to the Theory of International Research and Exchanges C, International Internship A-E, Overseas/Domestic Fieldwork, Local Internship A/B, and Global Skill Development Exercise I/II/III, please consult with your academic adviser (course registration on the Student Portal is not required).

(1) After guidance, each student will make a brief plan about how many credits of what subjects the student will take in the first and second years while consulting with the academic adviser and referring to the syllabi, and for the first year, please specifically decide on the class subjects to take in the first to sixth terms. When making a plan, please be careful because there are subjects with the fixed year/term to take, such as compulsory subjects (regarding the Common Basic Subject, please see the table below).

Year	Term	Particular	System
First Year	1	[Compulsory] Foundational Theory of the Research Method and Research and Ethics (one credit, respectively)	-
	2	[Elective] Theory of Science and Technology Policy and Theory of the Higher Education System (one credit, respectively)	Basic Specialized
	2	[Elective] Foundational Theory of Writing (one credit)	Basic Specialized
	2	[Elective] Theory of International Research and Exchanges B and Foundational Theory of Presentations (one credit, respectively)	Basic Specialized

	2	[Elective] Career Development A/B (one credit, respectively)	Practical/Applied Academic
	3	[Elective] Theory of International Research and Exchanges C (1 credit)	Basic Specialized
	3	[Elective] International Internship A/B/C/D (two credits, respectively) and E (1 credit)	Practical/Applied Academic
	3	[Elective] Overseas/Domestic Fieldwork (two credits, respectively)	Practical/Applied Academic
	3	[Elective] Local Internship A/B (two credits, respectively)	Practical/Applied Academic
	3	[Elective] English Discussions (one credit)	Basic Specialized
	4	[Elective] Theory of International Research and Exchanges A/B (one credit, respectively)	Basic Specialized
	5	[Elective] Advanced Humanities and Social Science Studies A	Basic Specialized
	6	[Elective] Advanced Humanities and Social Science Studies B	Basic Specialized
	6	[Elective] Theory of International Research and Exchanges C (1 credit)	Basic Specialized
	6	[Elective] English Discussions (one credit)	Basic Specialized
	6	[Elective] International Internship A/B/C/D (two credits, respectively) and E (1 credit)	Practical/Applied Academic
	6	[Elective] Overseas/Domestic Fieldwork (two credits, respectively)	Practical/Applied Academic
	6	[Elective] Local Internship A/B (two credits, respectively)	Practical/Applied Academic
	1-6	[Elective] Global Study (one credit)	Practical/Applied Academic
	4-6	[Elective] Global Skill Development Exercise I/II/III (two to six credits)	Practical/Applied Academic
Second Year	1	[Elective] Advanced Humanities and Social Science Studies A/B and Theory of Science and Technology Policy (one credit, respectively)	Basic Specialized
	1-2	[Elective] Theory of the Higher Education System (one credit)	Basic Specialized
	2	[Elective] Career Development A/B (one credit, respectively)	Practical/Applied Academic



3	[Elective] Theory of International Research and Exchanges C (1 credit)	Basic Specialized
3	[Elective] English Discussions (one credit)	Basic Specialized
3	[Elective] International Internship A/B/C/D (two credits, respectively) and E (1 credit)	Practical/Applied Academic
3	[Elective] Overseas/Domestic Fieldwork (two credits, respectively)	Practical/Applied Academic
3	[Elective] Local Internship A/B (two credits, respectively)	Practical/Applied Academic
Two credits from compulsory subjects + a total of four credits or more from both of the basic specialized system and practical/applied academic system = six credits or more		

(2) With regard to each class subject, the first class will be held in the first week when classes will start in each term. As **the places where the subjects will be offered will be each responsible faculty member's office (if it is another place, it will be announced)**, please go to the responsible faculty member's office at the starting time of the class that you wish to take. If you wish to take the class after attending the first class, please write the class subject name in the Course Plan Table. Schedules for intensive courses will be posted on the bulletin board.

If there is a class subject that you did not attend in the first class but wish to take, please write it in the Course Plan Table after confirming whether or not you can take the subject with the faculty member in charge because the attendees may have been fixed. As most of the specialized subjects are **offered in the continuous terms (the first/second or fourth/fifth terms), you cannot take the subject in the middle of the term (the second or fifth term); therefore, you need to pay attention.**

(3) **Please write the course subjects for one year (the first to the sixth terms)** decided by (1) and (2) above **in the Course Plan Table and submit it to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section by the last day of April in the first year and the second year after confirmation by your academic adviser.**

(4) **Course registration will be done by the students on the Student Portal (Web registration) during the registration period. Credits cannot be acquired unless the course registration has not been done on the Student Portal (web registration). Please pay sufficient attention because registration (cancellation) for a student's personal reason is not, in principle, allowed after passing the registration/revision period.**

**<Course Registration Method>**

- (i) Access Student Portal <https://portal.gs.chiba-u.jp/>.
- (ii) Click the Course Registration and Grade Check menu and log in with the Google Workplace account (student ID number@student.gs.chiba-u.jp).

- (iii) After transitioning to the Campus Plan main menu, conduct the course registration from the Web Course Application icon.
- (5) With regard to the course subjects in and after the second term, the class subjects that are not written in the Course Plan Table submitted by the last day of April can be additionally registered from the Student Portal within the registration period for the said term. (**There is no need to submit the Course Plan Table again.**)
- (6) **Students cannot take the same subject twice for which the credit(s) has been recognized.**
- (7) Subjects offered in the third and sixth terms cannot be taken in the semester in which the student plans to complete the program. (Because the credit recognition of the subjects offered in the said terms cannot make it at the time of completion certification due to time constraint)
- (8) As the subject organization changes as the academic year progresses, there may be some subjects that will not be offered. Such subjects cannot be taken.
- (9) As the subject organization changes as the academic year progresses, there may be some subjects that will be newly offered. Such subjects can be taken by satisfying the requirements.

## 5) Grading

Grading will be comprehensively conducted based on the student's attendance, reports, and the final examination. The specific evaluation method differs according to the subject and is described on the web syllabus. Except for the subjects that are evaluated by pass/fail, academic results will be evaluated on a five-point scale shown in the table below.

Grade	Grade Point	Explanation of the Grade
A	100–90 points	The especially outstanding academic results that have been recognized as having sufficiently achieved the learning target.
B	89–80 points	The outstanding academic results that have been recognized as having achieved the learning target
C	79–70 points	The reasonable academic results that have been recognized as having achieved the foundational part of the learning target.
D	69–60 points	The academic results that have been recognized as having achieved the minimum learning target.
F	59–0 points	The academic results that have been recognized as having not achieved the minimum learning target.

- Subjects that are evaluated based on pass/fail

Theory of International Research and Exchanges C, International Internship A-E, Overseas/Domestic Fieldwork, Local Internship A/B, Global Study, Global Skill Development Exercise I/II/III, and Education/Learning Support Internship A-E

oLecture subjects with 20 or more of students who have registered in the subject will be subject to the following evaluation criteria. (Exercise/practice subjects are not subject to this)

- (i) In principle, the percentage of "B" among the registered students is within 40% and the percentage of "A" is within 20%.
- (ii) The faculty member in charge of the relevant subject will announce the distribution of grades for the class subject through the Web syllabus for which the grades have been recognized.

If a student has any doubt about the grading, the student can make an objection by submitting the Written Objection Concerning the Grading to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section within 15 days after the announcement of the grades (excluding the completion time).

## 6) Thesis Creation and Review

As just described, one principal academic adviser and one assistant academic adviser will be designated by each student at the time of admission to our Graduate School. Students will pursue their research and create their theses under the advice and guidance of the academic adviser team.

Guidance for the preparation and creation of a thesis for the master's degree will be conducted in the compulsory subject of Special Research I/II/III.

Submission of the thesis for the master's degree will be conducted in the second year by the following procedure. First, students will submit the **Confirmation of Eligibility for Submission of a Thesis for the Master's Degree/Application for Review by 5:00 p.m. on the last day of October (strict observance) (the last day of April if completing in September of the next year)**. After that, **they will create the thesis for the master's degree and the abstract of the thesis in accordance with the predetermined form** and must submit them to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section by **5:00 p.m. on December 25 (strict observance) (5:00 p.m. on June 30 if completing in September of the next year)**. (If the due date for submission is Saturday or Sunday, it will be postponed.) For more information, please see the Agreement on the Procedure to Submit the Thesis for the Master's Degree at the Chiba University Graduate School of Humanities and Studies on Public Affairs (First-Semester Doctoral Program) in the back of the Guidelines and the subsequent Appended Forms 1 and 2.

**In addition, if a student consents to a faculty member making the thesis for the master's degree stored in the office available for inspection and duplication by the students that the faculty member gives guidance, please submit the Appended Form Consent Agreement for the Thesis for the Master's Degree when submitting the thesis for the master's degree.**

Acceptance of the submitted thesis for the master's degree will be reviewed by the Review Committee to be established at a faculty meeting. The Review Committee consists of one chief reviewer (principal

academic adviser) and two to four reviewers (of which one reviewer is the assistant academic adviser) and will conduct the review of the thesis and the final examination and determine the name of the major field to add in awarding the degree. Review Result of the Thesis for the Master's Degree and the Final Examination Result will be reported at a faculty meeting by the Review Committee and the final passing/fail will be decided at the meeting.

oReview Criteria for the Thesis for the Master's Degree

Humanities Major	A thesis for the master's degree must be in the humanities and equipped with objectivity, universality, and an argumentative nature, not violate research ethics, and be logically organized as an academic thesis.
Public Social Science Major	A thesis for the master's degree must be about community or social science and equipped with objectivity, universality, and an argumentative nature, not violate research ethics, and be logically summarized as an academic thesis.

### 7) Completion

When a student completes our Graduate School, the degree shown in 2) will be granted. With regard to the period of school attendance, two years shall be the standard term of study and the period cannot exceed four years. However, if a student achieved outstanding performance and met the predetermined conditions, he/she can complete the First-Semester Doctoral Program in our Graduate School with one years or more of school attendance. For those who wish for early completion, please consult with their academic advisers and the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

**[Reference] Procedures up to the Submission of a Thesis for the Master's Degree by Year and the Procedures for Course Registration, etc.** □ is the required procedure and ■ is the procedure to be conducted according to circumstances

Year	Matter	Submission Timing	Reference Part
First Year	□ Confirmation of the assistant academic adviser (Consult with the principal academic adviser)	During April after admission	
	□ Selection of the interdisciplinary subjects (system) (Write in the Course Plan Table)	The last day of April	I2.2)
	□ Course registration on the Student Portal (For the full year in the first year)	Around the end of April	I2.4)
	□ Submission of the Course Plan Table (Approval by the academic adviser is required)	By the last day of April	I2.4)
	□ Creation/submission of the Research Guidance Plan (Consult with the principal academic adviser)	By the last day of May	
	■ Additional course registration/revision on the Student Portal (For the second and third terms in the first year)	Around the beginning of June	

	<ul style="list-style-type: none"> <li>■ Change in the course/course programs (For the fourth and later terms in the first year)</li> </ul>	By the end of July	
	<ul style="list-style-type: none"> <li>□ Grade check on the Student Portal (For the first to third terms in the first year)</li> <li>*Procedure to change the subject classification of the interdisciplinary subject and free elective subject</li> </ul>	During September	
	<ul style="list-style-type: none"> <li>■ Additional course registration/revision on the Student Portal (For the fourth to sixth terms in the first year)</li> </ul>	Around the beginning of October	
	<ul style="list-style-type: none"> <li>■ Additional course registration/revision on the Student Portal (For the fifth and sixth terms in the first year)</li> </ul>	Around the beginning of December	
	<ul style="list-style-type: none"> <li>■ Change in the course/course programs (For the first and later terms in the second year)</li> </ul>	By the end of January	I4.3)
	<ul style="list-style-type: none"> <li>□ Grade check on the Student Portal (For the fourth to sixth terms in the first year)</li> <li>*Procedure to change the subject classification of the interdisciplinary subject and free elective subject</li> </ul>	During March	
Second Year	<ul style="list-style-type: none"> <li>□ Submission of the Course Plan Table (Approval by the academic adviser is required)</li> </ul>	By the last day of April	I2.4)
	<ul style="list-style-type: none"> <li>□ Course registration on the Student Portal (For the full year in the second year)</li> </ul>	Around the end of April	I2.4)
	<ul style="list-style-type: none"> <li>□ Creation/submission of the Research Guidance Plan (Consult with the principal academic adviser)</li> </ul>	By the last day of May	
	<ul style="list-style-type: none"> <li>■ Additional course registration/revision on the Student Portal (For the second and third terms in the second year)</li> </ul>	Around the beginning of June	
	<ul style="list-style-type: none"> <li>■ Start announcing the collective application for the teaching license (special course)</li> </ul>	Around mid-September	I4.
	<ul style="list-style-type: none"> <li>□ Grade check on the Student Portal (For the first to third terms in the second year)</li> <li>*Procedure to change the subject classification of the interdisciplinary subject and free elective subject</li> </ul>	From the end of September	
	<ul style="list-style-type: none"> <li>■ Additional course registration on the Student Portal (For the fourth to the sixth terms in the second year)</li> </ul>	Around the beginning of October	
	<ul style="list-style-type: none"> <li>□ Submission of the Confirmation of Eligibility for Submission of a Thesis for the Master's Degree/Application for Review</li> </ul>	By the end of October	VI
	<ul style="list-style-type: none"> <li>□ Submission of a thesis for the master's degree, abstract of the thesis for the master's degree, and the Consent Agreement for the Thesis for the Master's Degree</li> </ul>	December 25	VI

### 3. Common Graduate Education

Chiba University introduced Common Graduate Education from the academic year 2019 by taking advantage of the characteristics of being a university. Many graduate school-wide classes that students can take regardless of their affiliated graduate courses or graduate schools are available. For more information, please see the Chiba University Common Graduate Course Subject Class Guide and take courses according to your interest. (This is posted on the "Education" page of Chiba University's website.)

### 4. Education Personnel Certification

The types of the Education Personnel Certifications and licensed subjects that the students who have completed the required credits stipulated in the Education Personnel Certification Act and the Ordinance for Enforcement of the Education Personnel Certification Act in the Graduate School of Humanities and Studies on Public Affairs (First-Semester Doctoral Program) are as follows.

Major Name	Type of Certification	Licensed Subject
Humanities	Junior High School Specialized Teacher's Certificate	National language/social studies/English
	High School Specialized Teacher's Certificate	National language/geography and history/civics/English

To acquire the specialized certificates above, students are required to satisfy the following requirements.

- Have the required eligibility for the First-Class Junior High School Teacher's Certificate (national language, social studies, and English) or the First-Class High School Teacher's Certificate (national language, geography and history, civics, and English).
- Acquire 24 or more credits among the class subjects specified by classification on the next and later pages.

The collective application acceptance period/procedure will be notified on the bulletin board. (Reference: Usually posted in September)

If a graduate school student in our university will enroll in school to take an undergraduate subject as a non-undergraduate-degree student, the examination fee, admission fee, and tuition will not be collected. For more information, please ask at the counter of the faculty where the student wishes to be a non-undergraduate-degree student. Please be careful as the application period varies according to each faculty.

## 5. Office Procedures

### 1) Notifications Concerning Classes, Courses, and Student Life

(i) In addition to the course registration, students can check the syllabi, lecture cancellations, grades, and notifications from the university on the Student Portal (<https://portal.gs.chiba-u.jp/>). Please use the site by logging on to the site with the Google Workspace account (student ID number@student.gs.office.chiba-u.jp) to be issued by the university.

(ii) As important notifications may be sent from Chiba University to the e-mail addresses to be issued by the university, please be sure to check them.

(iii) Because the information that is not posted on the Student Portal is posted on the Graduate School of Humanities and Studies on Public Affairs' indoor bulletin board (the left side of the entrance on the first floor of the Faculty of Letters Building), please be sure to check the bulletin board.

### 2) Various Procedures The © mark indicates the procedure to go through at the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section

	Type	Remarks
Certificate-Related	Issuance of Various Certificates	<p>Students can submit an application for the necessary certificate in advance by using the Certificate Issuing Service and issue various certificates while in school from the issuing machine installed in the Student Support Section (within the Student Support Plaza). [Free of charge/Only on weekdays from 8:30 a.m. to 5:00 p.m.]</p> <p>By using the service, students can issue/obtain various certificates from the corresponding multifunctional copy machine in a convenience store. [Fee-based]</p> <p>*A transcript can be issued/obtained in and after the fourth term in the first year and a certificate of expected completion can be issued/obtained after advancing to the second year.</p> <p>©If a student needs a certificate that is not available in the certificate issuing service (a certificate in the designated form etc.), please apply for it at the counter with the Request to Issue a Certificate. (As it takes the predetermined number of days until issuance, we cannot respond to the same-day issuance. Please make an application well in advance.)</p>
Personal Status-Related	Request for Taking a Leave of Absence from School	<p><b>*With regard to the transfer of a student's personal status (a leave of absence from school, extension of a leave of absence from school, returning to school, study abroad, and withdrawal from school), the student needs to gain approval (approval seal) on all the matters from the academic adviser in advance.</b></p> <p>©If a student cannot study for two months or more for reasons, such as illness, please request the taking of a leave of absence from school by</p>

		<p>attaching the reason for taking a leave of absence from school. (In the case of illness, please attach a doctor's medical certificate.) <b><u>In principle</u></b>, the deadline for submission is <b><u>by the end of February if leaving from the first semester and by the end of August if leaving from the second semester</u></b>. The period of a leave of absence from school cannot exceed two years in total. If a student did not follow the procedure for transfer of personal status before the end of the period of a leave of absence (procedure for returning to school etc.), the student will be expelled.</p>
	Request for Returning to School	<p>◎In the case of the expiration of the period of a leave of absence from school or the reason for taking a leave of absence from school has extinguished even during the period of a leave of absence from school, please, <b><u>in principle</u></b>, submit the Request for Returning to School <b><u>by the end of February if returning from the first semester or by the end of August if returning from the second semester</u></b>. (In the case of illness, please attach a doctor's medical certificate.)</p>
	Request for Withdrawal from School	<p>◎Please go through the procedure <b><u>by one month prior to the date when a student would like to withdraw from school</u></b>. The student must pay the full tuition for the semester in which the student will withdraw from school.</p>
	Notification of the change of one's address/registered domicile, family name, or guarantor	<p>◎If a student's or guarantor's current address or contact information has been changed, please submit the Notice of Change to School Register. In addition, please enter the said change on the Student Portal.</p> <p>◎If a student's registered domicile, nationality, or family name has been changed, please submit the Notice of Change to School Register by attaching an official certificate.</p>
Other	Reissuance of a student ID card	<p>◎If it needs to be reissued due to loss, theft, or extension of the enrollment period, please apply for reissuance with the Application for Reissuance of a Student ID Card.</p> <p>For reissuance, a 40 x 30 mm color photo and purchase of a card for reissuance (350 yen, sold by the University Co-Op Book Center) are required.</p>
	Various Scholarship Systems	<p>For more information about scholarship by the Japan Student Services Organization and other various scholarship systems, please inquire with the Student Support Section, Academic Affairs Department (043-290-2178/2169).</p> <p>*If a student who is receiving a scholarship has transferred the personal status, such as a leave of absence from school, or changed the name,</p>



		current address, or other information, the student needs to follow the procedure at the Student Support Section, Academic Affairs Department.
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### 3) Change in the Course/Course Program

If wishing to change a course/course program within the same major (change in the guidance system), please submit the Application for Change of a Course/Course Program to the desired academic adviser in the course/course program that you wish to change to **by the last day of July or the last day of January in the first year**. A selective examination may be held in changing the course/course program. Taking of the new course/course program will be from the fourth term in the first year or the first term in the second year.

### 4) Change in the Academic Adviser

With regard to the change in the principal/assistant academic adviser that is not associated with the change in the course/course program, please promptly submit the Notice of Change in the Academic Adviser to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section at the time the reason arose. The principal academic adviser must be a full-time faculty member in charge of the course that the student belongs to. In addition, please be careful as a faculty member who holds more than one post cannot be an academic adviser. With regard to the course each faculty member is in charge and whether or not the faculty member holds more than one post, please check the List of Faculty Members at the back of the Guide.

### 5) Procedure to Change the Subject Classification

With regard to the free elective subjects and interdisciplinary subjects, the procedure to change the subject classification will be required. Please follow the procedure after the release of grades in each term (after grading of the subject you wish to change to are done).

### 6) Traveling Abroad

If traveling abroad, including private travel (temporary return), please be sure to submit the Notice of Traveling Abroad to the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section. This is to promptly confirm safety of a student who is traveling to an overseas country/region if a disaster, terrorism, or an infection occurred in the country/region. The Notice of Traveling Abroad can be downloaded from the Graduate School of Humanities and Studies on Public Affairs' website or the Student Portal. In the case of handwriting, there may be a case where one's e-mail address cannot be read; therefore, please be sure to print out the one entered using a PC and submit it.

When traveling abroad, please be sure to check the latest overseas safety information on the destination country/region on the Ministry of Foreign Affairs of Japan / Overseas Safety HP (<http://www.anzen.mofa.go.jp/>) and Japanese students should register in the travel registration service implemented by the Ministry of Foreign Affairs of Japan (Tabi Reg or Overseas Residential Registration). Students are also required to buy overseas insurance and subscribe to the overseas safety and crisis

management service (to be incurred by the students). For more information, please see Study Abroad Support Office, International Student Division's website (<https://www.ryugaku.chiba-u.jp/others/crisis.html>).

### **7) Transfer of Credits in the Social Science Field**

With regard to the credits completed while in school at another university's graduate school with which an agreement on the transfer of credits has been concluded, a student can submit an application for such credits as credits in our Graduate School.

### **8) Long-Term Registered Student System**

If a student who thinks he/she cannot complete the program unless being in the Graduate School exceeding two years, which is the Graduate School First-Semester Doctoral Program's standard term of study, because the number of credits the student can acquire in one year or one semester or the time to receive research guidance is limited as compared to regular students under circumstances, such as having a job, the student can apply and be examined for the Long-Term Registered Student. For more information, please inquire with the Graduate School Educational Affairs Office, the Humanities and Social Sciences-Related Educational Affairs Section.

### **9) A Special Exception to the Education Method**

In our Graduate School, when it is deemed to be especially necessary from an educational standpoint, class or research guidance may be conducted at night or a specified time and completion of the credits may be recognized.

### **10) Research Ethics Review**

When implementing a survey in the research activities and if the research ethics review is required for the implementation content of the survey, it will be reviewed by the Research Ethics Review Committee (in charge: General Affairs Subsection in each department) in the department that the principal academic adviser belongs to. Please consult with your principal academic adviser whether or not the research ethics review is required.